NOAA Grants Online Partial Funding Processing Reference Guide for Federal Program Officers

NOAA Grants Online
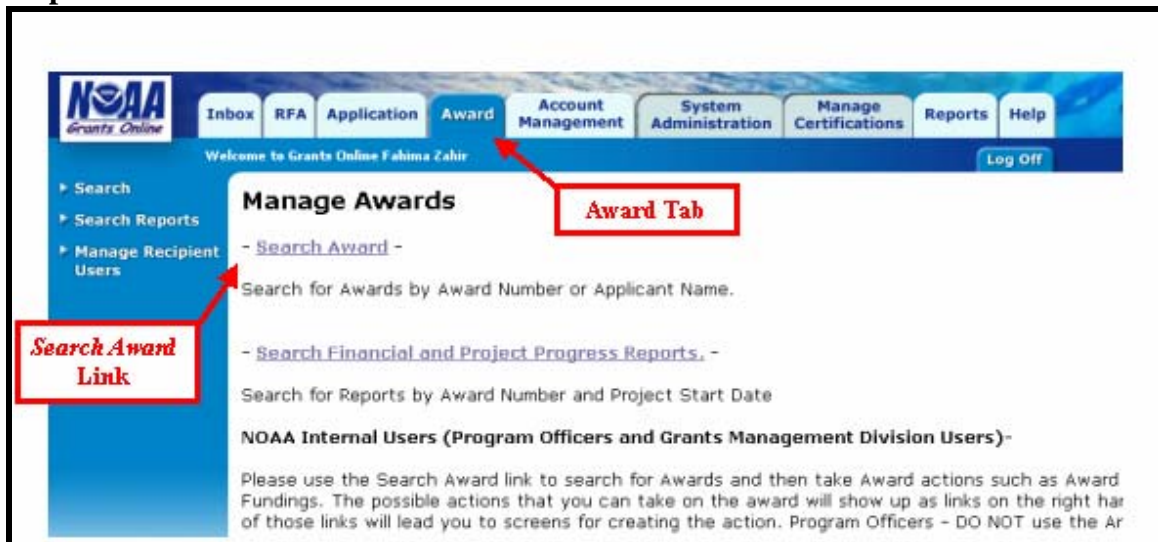## Partial Funding Processing Reference Guide for
Federal Program Officers

The purpose of this document is to provide Federal Program Officers (FPO) with a step-by-step guide for processing a partial funding action in Grants Online.

Step 1: Log into Grants Online by entering your *Username* and *Password*.

Step 2: Select the *Award* tab and click on the *Search Award* link.

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Step 3: After selecting the *Search Award* link, the *Search for Award* page is displayed. Enter at least one search criterion, including *Applicant Name* and/or *Award Number.* Click *Submit.*

Step 4: Review *Search Results* for your Award and select the *Partially Fund this Award* link.

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Step 5: The *Partial Funding* screen is displayed. Enter the appropriate text in the *Memo* field (can be copied/pasted from another document). To expand your view of the application and view the breakdown of funding for each fiscal year, select the *"Plus (+)"* icon for the specific application under *Approved Plan and Prior Obligations*. If the fiscal year is not listed, please contact the Help Desk. Please note if multiple applications are listed, you may use the application ID to distinguish the application.

Step 6: Upon selecting the "Plus (+)" icon from the ***Partial Funding*** screen (see step 5), the menu for each application will expand to display the following:
- Application ID
- Project title
- Planned year
- Approved federal share for each year
- Obligated amount for each year
- Approved Non-Federal Share for each year
- Assigned Non-Federal Share for each year

Please note you may only complete partial funding on ONE application at a time. To select an application click the ***Select*** button.

After selecting an application, the application is listed under ***Selected Applications***.

Step 7: Enter the *Federal Add Amount* and the *Non-Fed Amount*. Please note the *Federal Add Amount* plus the *Pending Fed Share* plus the sum of all prior obligations may be up to 5% greater than the *Approved Federal Share*. If you are exceeding the *Approved Federal Share,* be sure to justify the additional funds in the *Memo* field (see Step 5). Once you have entered the *Memo, Federal Add Amount*, and *Non-Federal Amount*, select *Save*, followed by *Save and Return to Main*.

Step 8: Select the *Tasks* link from the *Inbox* tab. The following two tasks will be in your inbox:

- Procurement Request and Commitment of Funds
- Review Release of Funds

Review the task details of the *Procurement Request and Commitment of Funds* (PRCF) task, and select the *View* link.

Step 9: Select *Complete Procurement Request and Commitment of Funds* from the action dropdown menu, followed by the *Submit* button.

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Step 10: The *Procurement Request and Commitment of Funds* screen is displayed. Complete the mandatory fields marked with an asterisk. This includes selecting the Request Authorizing Official and Requestor using the *Search* buttons. You may also add additional Optional Reviewers by selecting the *Add* button in the *Additional Reviewers* section. Select the link titled *Add New ACCS line* to add an ACCS line (see step 11). To view the CD-435 report, select the *View Report* button at the bottom of the screen. You may also choose to withdraw this request by selecting the *Withdraw* button and create a new Procurement Request and Commitment of funds by selecting the *Create New Procurement Request* link. To view the CD-435 report, select the *View Report* button at the bottom of the screen. The CD-435 report will display a list of the fields and data values which have currently been entered for this procurement request. Once all the information has been entered select *Save* followed by *Save and Return to Main*.

Step 11: To complete the ACCS line, select the ***Add New ACCS Line*** link.

In the ACCS details screen, enter the following:
- Bureau
- Project Task
- Organization
- Object Class
- Amount

Once all the information has been entered, the codes may be validated by selecting the ***Validate*** button. Validation is not mandatory until the Authorizing Official is ready to Approve the PRCF. The Approval option for the Authorizing Official will not be made available until the codes have been validated at least once. Please note that until the codes have been validated, the value ***False*** will be displayed in the Validate field. If you are not ready to validate the codes yet, press ***Save*** or ***Save and Add More ACCS Lines*** to continue.

Upon selecting the *Validate* button, a note will be displayed stating the ACCS is valid. In addition, *"true"* is displayed in the validated field, and "yes" is displayed in the validated column. If the codes are not valid, a note will display stating which code was not validated. Please note upon validating the codes, the *Program Code* will populate. The total dollar amount of your ACCS lines must equal the *Total Federal Funds authorized for this Award action* (see step 11). To add another ACCS line, select the *Save and Add More ACCS Lines* button. After you have validated the ACCS lines, select *Save* to return to the *Procurement Request and Commitment of Funds* screen.

The ACCS is valid

Validated: true
Bureau (xx): *   14
Fund (xx): *   24
Fiscal Year (yyyy): * 2006
Project Task: A2RC1CP – P00
Program Code: 03 – 07 – 01 – 001
Organization: 50 – 26 – 0000 – 00 – 00 – 00 – 00
Object Class: 41 – 11 – 00 – 00
Amount: * $50,000

| Save | Save and Add More ACCS Lines | Validate | Cancel |

One item found. 1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Validated
14	24	2006	50- 26- 0000- 00- 00- 00- 00	03- 07- 01- 001-	A2RC1CP- P00-	41- 11- 00- 00-	$50,000.00	Yes

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Step 12: To view the CD-435 report, select the *View Report* button (see step 10), from the *Procurement Request and Commitment of Funds* screen. The following screen displays the printable version of the CD-435.

```
Jan 24, 2006 11:23:04 AM

Procurement Request and Commitment of Funds                    NAGO0000700002


CFDA Number:                11.433
Award File Period:          N/A - N/A
Program Office:             Fisheries Southeast Region Program Office (SE)
Program Officer:            Fahima  Zahir            non@non.com         123567876543
Federal Funding:            $0.00
Non Federal Funding:        $0.00
Grants Specialist:          Regina A. Evans
Organization Name:          University of Chicago
Project Title:              test
Federal Share:              $50,000.00
Request Authorizing Official: Margaret Davidson                     803-974-6220
Requestor:                  Fahima Zahir                            123567876543
Invoice Address:            1990 Hobson Avenue, Charleston, SC 29405-2409 USA

Affected Reference Number:  NA06NMF4330008
EIN:                        12-1234567
To:                         University of Chicago
                            1025 E. 57th St Chicago, IL 60637
Ship To:                    1234 street, anytown, 00 12345 UNKNOWN
Requisition Contact Person: Fahima Zahir            123-123-1345
Is Completed:               No
CD435 Status:               Unapproved
Fiscal Year:                2007

Line Item:                  Quantity:     1           Unit Issue:    EACH
Description:                CFDA Number: 11.433
                            Project Start Date: 2006-03-01
                            Project End Date: 2008-03-01
                            Grant Type: Grant
                            Project Description: test

Clearances/Remarks:


                                   Page 1 of 2
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```
Jan 24, 2006 11:23:04 AM

Procurement Request and Commitment of Funds                    NAGO0000700002

Additional Reviewers:
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Name	Title	Telephone

ACCS Line:

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount
14	0	2007	———	00-00-00-000	1234567-123456 7	--00-00	$50,000.00

```
PRCF Total for this Award action:     $50,000.00
Total Federal funds authorized for this Award action:     $50,000.00

Procurement Request Official Comments:









                                   Page 2 of 2
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Step 13: Once all the information has been entered in the *Procurement Request and Commitment of Funds* screen (see step 10) select *Save* followed by *Save and Return to Main*.

Step 14: The task launch page is displayed. From the action dropdown menu, select *Forward Procurement Request to Requestor* and click *Submit*. A task to Review the Procurement Request and Commitment of Funds will then be sent to the Grants Online inbox of the Requestor. Once the Requestor has approved the Procurement Request and Commitment of Funds, the Requestor can forward it to the Request Authorizing Official.

Step 15: From the *Inbox* tab, select the *Tasks* link. Select *View* link for the *Review Release of Funds* task.
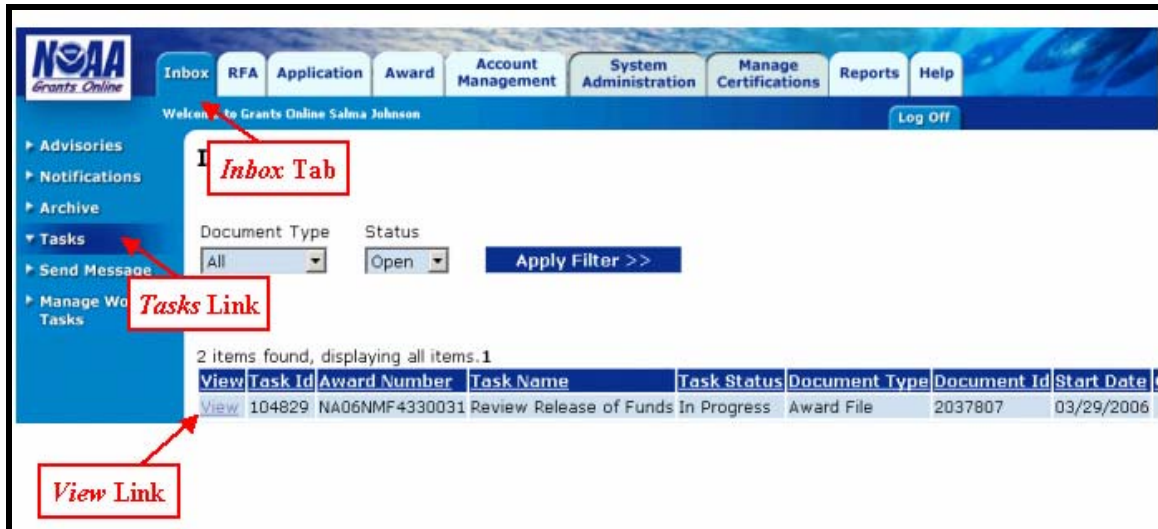
Step 16: The *Award File* screen is displayed. From the action dropdown menu select *View Amendment Details* followed by *Submit*. Please note that from the action dropdown menu you may also select edit Special Award Conditions, forward to FALD for review, or view partial funding document.
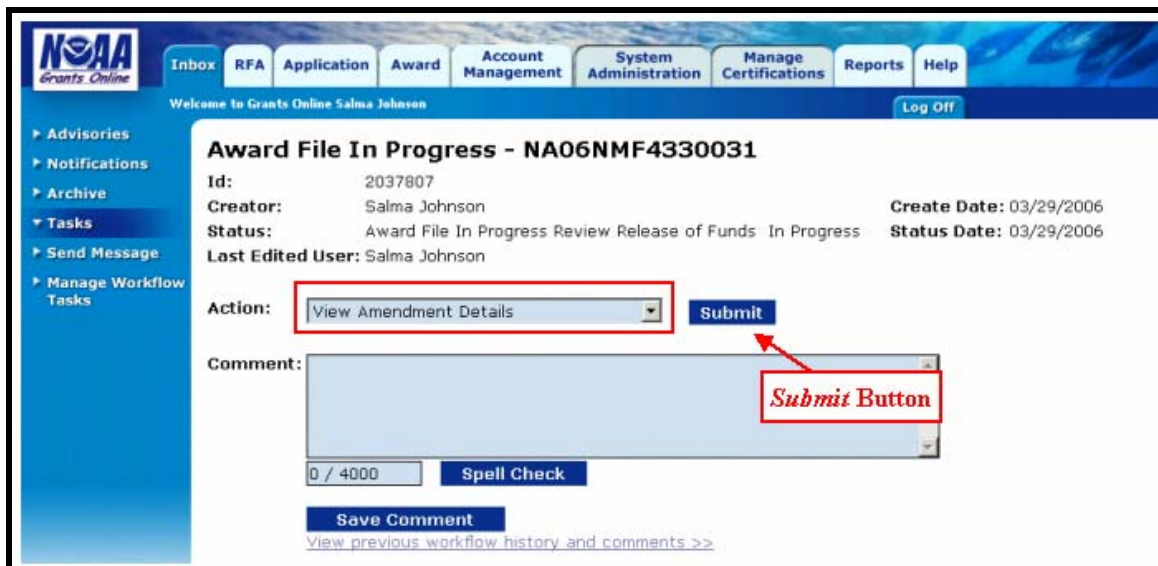
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Step 17: The *Amendment to Financial Assistance Award* screen is displayed. Complete the Amendment details including the Grant type, Amendment start and end dates, reason(s) for the Amendment, project title and project description. The Amendment start and end dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the Award. A no-cost extension must be created to actually extend the Award period.

You may also view the CD-451 Report and the SAC Report by selecting the *CD-451 Report* button and the *SAC Report* button at the bottom of the page. Click on the *Department of Commerce Financial Assistance Standard Terms and Conditions* link, to view the Department of Commerce financial assistance standard terms and conditions. To view NOAA's special Award conditions, select the link tilted *NOAA Special Award Conditions*. Once all the information has been entered select *Save* followed by *Save and Return to Main*.

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Step 18: The following screen is the task launch page. From the action dropdown menu select *View Partial Funding Document* followed by the *Submit* button.

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Step 19: The *Partial Funding Document* screen is displayed. Review the information that was previously entered (see steps 5, 6, and 7) in the *Memo* section as well as the *Fed Add Amount* and *Non-Fed Amount* section. Once you have reviewed the information, select *Save* followed by *Save and Return to Main*.

Step 20: The following screen is the task launch page. From the action dropdown menu select *Forward to Grants Specialist for Review* and then click the *Submit* button. This completes the Partial Funding process for the Federal Program Officer.